



**ASSISTANT SECRETARY OF THE AIR FORCE  
(INSTALLATIONS, ENVIRONMENT AND LOGISTICS)**

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**1. Mission.** The Secretary of the Air Force, pursuant to 10 USC §§ 8013-8016, will establish offices and officials within the Secretariat to assist the Secretary in carrying out his/her responsibilities. As documented by Paragraph 4.1.3 of AFMD 1, *Headquarters Air Force*, and this Headquarters Air Force (HAF) Mission Directive, the Assistant Secretary of the Air Force, Installations, Environment and Logistics (SAF/IE) is established as part of the Secretariat. The SAF/IE has overall responsibility for of installations, energy, environment, safety and occupational health and weapon systems logistical support for the Department of the Air Force. The SAF/IE provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets within this area of responsibility. As Secretary of the Air Force, I retain ultimate responsibility for all policies related to the Department of the Air Force. Within his/her areas of responsibility, the SAF/IE prepares policies for my approval and issues official guidance/procedures to ensure implementation of those policies.

**2. Organizational Relationships.** The Secretary of the Air Force is responsible for, and has all legal authority necessary to conduct, the affairs of the Department of the Air Force. The Secretariat, the Chief of Staff of the Air Force, and Air Staff offices perform their Department of the Air Force functions subject to the authority, direction and control of the Secretary of the Air Force.

2.1. The SAF/IE reports to the Secretary of the Air Force, serves as an agent of the Secretary within assigned policy and program domains, and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets within his/her area of responsibility. Attachment 2 provides a

description of the SAF/IE organization. The SAF/IE is accountable to the Secretary for results achieved within the policy and program domains assigned by this Directive.

2.2. The SAF/IE is part of the Secretariat and as such works closely with other HAF offices to assist the Secretary of the Air Force in carrying out his/her responsibilities. The SAF/IE and the Office of the SAF/IE work in cooperation with the SAF/GC, SAF/LL, SAF/FM, SAF/PA, SAF/AQ and AF/A4/7, AF/A3/5, AF/A8, AF/SE, AF/SG, RE and the NGB and their respective offices, as well as other HAF organizations, which are responsible, pursuant to Chapters 803 and 805 of Title 10 (10 USC §§ 8013-8023 and §§ 8031-8038), for assisting the Secretary of the Air Force in carrying out his or her responsibilities.

2.2.1. Pursuant to Headquarters Operating Instruction (HOI) 90-1, two or more HAF two-digit organizations, Field Operating Agencies, or Direct Reporting Units with responsibilities in the same functional area are encouraged to develop "standard operating procedures (SoPs)" that set forth procedures enabling covered organizations to fulfill and carry out their respective missions, roles, and responsibilities. Therefore, SoPs having been entered into between the SAF/IE and AF/SG, as well as SAF/IE and AF/A4/7, are included at Attachment 3 and Attachment 4 of this HAF Mission Directive. Other SoPs are pending.

2.3. Reporting to the SAF/IE is a Field Operating Agency, the Air Force Real Property Agency, whose mission is documented in AFMD-18.

### **3. Responsibilities.**

The SAF/IE is specifically responsible for providing guidance direction and oversight of all matters pertaining to the formulation, review and execution of plans, policies, programs and budgets relative to:

3.1. Installations, including planning, programming, acquisition, utilization, and disposal of all facilities and utilities; maintenance, repair and operation of all facilities, utilities, and land; base closures and realignments including force structure basing changes; community interface, installation and community land use planning and economic adjustment; installation sustainability, security and operability; multiple military service operations, joint military-civil airfield usage; acquisition, sustainability and disposal of real estate; and annexation of installations by municipalities.

3.2. Energy, environment, safety and occupational health to include energy program management, environmental quality; compliance, impact analysis; waste minimization and management; safety and occupational health; radiation safety; pollution avoidance and hazard abatement; industrial ecology and sustainable development; international environmental activities; historic preservation; interagency and intergovernmental coordination; and community impact analysis and assistance. The SAF/IE is the Department of the Air Force's Designated Agency Safety and Health Official (DASHO).

3.3. Senior Energy Official to include developing energy strategy; creating energy policy; meeting energy goals, objectives, and metrics; reporting the energy security posture; managing energy culture change; executing final authority over all energy issues within the Air Force; meeting federal and DoD energy goals; executing DoD energy policies and

mandates; and interfacing with other outside organizations concerning Air Force wide energy issues.

3.4. Logistics support, to include providing guidance, direction and oversight of matters pertaining to the overall supervision of Logistics, including material readiness and product support; supply chain integration, distribution, planning and programming, and logistics systems management; maintenance of weapon systems and military equipment; depot maintenance management including planning, performance and capabilities; and life cycle integrated logistics support.

**4. Delegations of Authority:** Attachment 1 lists my delegated authorities to the SAF/IE. The authorities delegated to the SAF/IE by this HAF Mission Directive may generally be re-delegated unless re-delegation is expressly prohibited by the attached delegation or superseding law, regulation, or DoD issuance. While the SAF/IE may re-delegate authorities to other Department of Air Force officials, he or she will ultimately be responsible to the Secretary of the Air Force for all matters affecting installations, energy, environment, safety and occupational health and weapon systems logistical support. Any re-delegation of authority made shall not be effective unless it is in writing. Any person re-delegating authority in accordance with this HAF Mission Directive may further restrict or condition the authority being re-delegated.

**5. Notifications to Congress:** No re-delegation of authority under this HAF Mission Directive below the level of a Deputy Assistant Secretary or three-digit office shall include authority to provide notifications or reports to Congress.

**6. Revocation of Secretary of the Air Force Orders:** Secretary of the Air Force Order (SAFO) 105.1, *Authority and Responsibilities of the Assistant Secretary of the Air Force Installations, Environment and Logistics*, August 13, 2001; SAFO 700.4, *Real Property Acquisition*, September 17, 2002; SAFO 700.7, *Real Property Use and Disposal*, 10 March 10, 2003; SAFO 714.1, *Facilities and Unit Stationing for the Air National Guard and Air Force Reserve Forces*, October 29, 1997; SAFO 715.2, *Facility-Related Authorities* November 2, 2002; SAFO 715.3, *Base Realignment and Closure Authorities*, September 9, 2002; SAFO 715.4, *Military Family Housing*, July 25, 2002; and, SAFO 791.1, *Environment*, March 10, 2003 are hereby superseded. Re-delegations of authorities made pursuant to those SAFOs prior to the date of issuance of this HAF Mission Directive, however, remain effective insofar as such re-delegations are not inconsistent with the terms of this HAF Mission Directive, or unless superseded by a new re-delegation.

MICHAEL B. DONLEY  
Secretary of the Air Force

Attachments:

1. Delegations of Authorities for SAF/IE
2. Organizational Chart/Three-Digit Responsibilities
3. Standard Operating Procedures for SAF/IE and AF/SG
4. Standard Operating Procedures for SAF/IE and AF/4/7

**ATTACHMENT 1****DELEGATIONS OF SECRETARY OF THE AIR FORCE AUTHORITIES  
TO THE  
ASSISTANT SECRETARY OF THE AIR FORCE  
(INSTALLATIONS, ENVIRONMENT AND LOGISTICS)**

A1.1. Authority as given to the Secretary of the Air Force, relating to the management and disposal of real and personal property at installations being closed or realigned under a base closure law, as defined in *Title 10 United States Code* Section 101, to include the authority to execute agreements and approve obligation of funds to implement such agreements. These authorities may be further re-delegated to the extent allowed under the delegation or re-delegation to the Secretary of the Air Force. The authority to approve no-cost economic development conveyances under Public Law 101-510, *Defense Base Closure and Realignment Act*, 1990, as amended, may not be further re-delegated.

A1.2. Authority as given to the Secretary of Defense under Public Law 100-526, *Defense Base Closure and Realignment Act*, 1990, Section 204(a)(2), and PL 101-510, § 2905(a)(1)(B), as amended, and delegated to the Secretary of the Air Force, to execute cooperative agreements and approve obligations of funds for the care and maintenance of real and personal property at installations being closed or realigned under a base closure law, as defined in *10 USC* § 101.

A1.3. Authority relating to acquisition of reserve component facilities as delegated to the Secretary of the Air Force pursuant to DoD Directive 1225.7, *Reserve Components Facilities Programs and Unit Stationing*, June 6, 2001, DoD Instruction 1225.8, *Programs and Procedures for Reserve Component Facilities Programs and Unit Stationing*, September 6, 2001, Under Secretary of Defense for Acquisition, Technology, and Logistics Memorandum, *Re-delegation of Military Construction Exchange Authority of Title 10 United States Code* Section 18240, and Under Secretary of Defense Memorandum, *Delegation of Authority and Assignment of Responsibility Under Section 2809 of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005, Relating to Cash Equalization Payments in Reserve component Facility Exchanges Under Title 10 United States Code* Section 18240.

A1.4. Authority relating to staffing the Office of Economic Assistance as delegated to the Secretary of the Air Force pursuant to DoD Directive 3030.01, *Office of Economic Adjustment (OEA)*, March 5, 2006.

A1.5. Authority relating to real property forecasting as delegated to the Secretary of the Air Force pursuant to DoD Instruction 4165.14, *Real Property Inventory and Forecasting*, March 31, 2006.

A1.6. Authority relating to acquiring, managing and disposing of real property as delegated to the Secretary of the Air Force pursuant to DoD Directive 4165.6, *Real Property*, October 13, 2004, DoD Instruction 4165.70, *Real Property Management*, April 6, 2005, and DoD Instruction 4165.71, *Real Property Acquisition*, January 6, 2005.

A1.7. The following authorities relating to acquiring, managing and disposing of real property:

A1.7.1. Authority as given to the Secretary of the Air Force relating to acquiring, managing and disposing of real property by *Title 10 United States Code* Chapters 159 and 1803 or any other provision of law.

A1.7.2. Authority as given to the Secretary of the Air Force relating to acquiring, managing, disposing, and granting temporary use, of real property under Chapters 159, 169, and 949 of title 10, United States Code, a national defense authorization act, a DOD appropriations act, a military construction appropriations act, or any other provision of law.

A1.7.3. Authority as given to the Secretary of the Air Force to enter into agreements to limit encroachment under *Title 10 United States Code* Section 2684a, to include the authority to approve obligation of funds to implement such agreements.

A1.7.4. Authority as given to the Secretary of the Air Force to enter into agreements for the exchange of Air Force real property for military construction or land acquisition under *Title 10 United States Code* Section 2869, to include the authority to approve obligation of funds to implement such agreements.

A1.7.5. Authority as given to the Secretary of the Air Force to acquire buildings and facilities by lease under *Title 10 United States Code* Section 2661(b).

A1.7.6. Authorities as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2664 to authorize an increase in cost of a land project where the cost increase is more than 25 percent of the appropriated amount for the project or 200 percent of the amount specified by law as the maximum amount for a minor military construction project, whichever is lesser, and to pay any deficiency judgment against the United States awarded by a court or resulting from a final settlement in an action for condemnation of any interest in land needed for Air Force mission requirements, to include the authority to obligate funds for such purposes. These authorities may be re-delegated to the Deputy Assistant Secretary of the Air Force (Installations) and may not be further re-delegated.

A1.7.7. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2691 to restore land used by the Air Force by permit or lease from another military department or Federal agency, and to require restoration of Air Force land used by another Federal agency or accept reimbursement in lieu of restoration by the Federal agency, to include the authority to approve obligation of funds to implement Air Force restoration obligations under this provision of law.

A1.8. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2668a to include restrictive easements in conveyances of real property.

A1.9. Authority as given to the Secretary of the Air Force to convey surplus Air Force property for natural resource conservation under *Title 10 United States Code* Section 2694a.

A1.10. Authority as given to the Secretary of the Air Force to screen real property and accept real estate from or transfer real estate to another armed force under *Title 10 United States Code* Section 2696. These authorities may be re-delegated to the Deputy Assistant Secretary of the Air Force (Installations) and may not be further re-delegated.

A1.11. Authority relating to inventorying and forecasting real property as delegated to the Secretary of the Air Force pursuant to DoD Instruction 4165.14, *Real Property Inventory and Forecasting* March 31, 2006.

A1.12. Authority as given to the Secretary of the Air Force to issue licenses to the Red Cross, allow polling places, and provide space and equipment to service organizations under *Title 10 United States Code* Section 2670.

A1.13. Authority as given to the Secretary of the Air Force to participate in wetland mitigation banks under *Title 10 United States Code* Section 2694b, to include the authority to approve obligation of funds for such participation.

A1.14. Authority relating to realigning overseas installations as delegated to the Secretary of the Air Force pursuant to DoD Instruction 4165.69, *Realignment of DoD Sites Overseas*, April 6, 2005.

A1.15. Authority as given to the Secretary of the Air Force to require and accept funds to cover administrative expenses relating to real property transactions under *Title 10 United States Code* Section 2695.

A1.16. The following authorities relating to energy management:

A1.16.1. Authority relating to DoD energy management as delegated to the Secretary of the Air Force pursuant to DoD Instruction 4170.10, *Energy Management Policy*, August 8, 1991, to include the authority to approve obligation of funds for agreements for implementing energy saving initiatives.

A1.16.2. Authority relating to the Energy Policy Council, delegated to the Secretary of the Air Force pursuant to DoD Instruction 5126.47, *Department of Defense Energy Policy Council*, December 2, 1985.

A1.17. Authority relating to military family housing as given to the Secretary of the Air Force under *Title 10 United States Code* Chapter 169.

A1.18. Authority as given to the Secretary of the Air Force to accept any gift, devise, or bequest of real property given to the Air Force, including any offer to construct buildings, structures, or other appurtenances to be attached to the government-owned land under *Title 10 United States Code* Sections 2601 and 9771.

A1.19. Authority relating to facilities and construction and conveyance of utilities as given to the Secretary of the Air Force under *Title 10 United States Code* Sections 2686, 2688, 2802,

2803, 2805, 2807, 2809, 2811, 2852, 2853, 2854, 2855, 2874, 2878, 2915, 2858, 2862, 2863, 2916, and 2869.

A1.20. Authority to Approve Construction on Land Not Owned by the Air Force as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2852 to approve construction on land held in other than fee simple interest and on land not owned by the United States. These authorities may be re-delegated to the Deputy Assistant Secretary of the Air Force (Installations) and may not be further re-delegated.

A1.21. Authority as given to the Secretary of the Air Force to lease-purchase facilities under *Title 10 United States Code* Section 2812. These authorities may be re-delegated to the Deputy Assistant Secretary of the Air Force (Installations) and may not be further re-delegated.

A1.22. Authority as given to the Secretary of the Air Force to acquire existing facilities in lieu of construction under *Title 10 United States Code* Section 2813. This authority may be re-delegated to the Deputy Assistant Secretary of the Air Force (Installations) and may not be further re-delegated.

A1.23. Authority to acquire property for air bases and depots as given to the Secretary of the Air Force under *Title 10 United States Code* Section 9773. This authority may be re-delegated to the Deputy Assistant Secretary of the Air Force (Installations) and may not be further re-delegated.

A1.24. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 9780 to acquire buildings in the District of Columbia. These authorities may be re-delegated to the Deputy Assistant Secretary of the Air Force (Installations) and may not be further re-delegated.

A1.25. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2551 to provide support to national veterans' organizations.

A1.26. Authority to provide shelter for the homeless as given to the Secretary of the Air Force under DoD Instruction 4165.65 *Shelter for the Homeless Program*, October 30, 1987.

A1.27. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2566 to provide space and services to military welfare societies.

A1.28. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2661(b)(2) to maintain defense access roads.

A1.29. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2663(a) and *Title 40 United States Code* Sections 3113 and 3114 relating to acquisition of land by condemnation. These authorities may be re-delegated to the Deputy Assistant Secretary of the Air Force (Installations) and may not be further re-delegated.

A1.30. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Sections 2667 and 2878 to lease real property (other than industrial property).

A1.31. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2668, *Title 40 United States Code* Section 1314, and *Title 43 United States Code* Section 961 to grant easements for rights of way for various purposes.

A1.32. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2677 to acquire purchase options on property needed for Air Force projects. These authorities may be re-delegated to the Deputy Assistant Secretary of the Air Force (Installations) and may not be further re-delegated.

A1.33. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2683 to relinquish all or part of the legislative jurisdiction of the United States on land or interests under Air Force control. These authorities may be re-delegated to the Deputy Assistant Secretary of the Air Force (Installations) and may not be further re-delegated.

A1.34. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2675 to acquire by lease in foreign countries structures and real property that are needed for military purposes other than for military housing.

A1.35. Authority as given to the Secretary of the Air Force to make determinations, under *Title 10 United States Code* Section 2692, on allowing storage, treatment, or disposal of any toxic or hazardous material that is not owned by the Department of Defense on an Air Force installation.

A1.36. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 9777 to grant permits for landing ferries, bridges and driving livestock on Air Force installations.

A1.37. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 9778 to grant licenses to the Young Men's Christian Association.

A1.38. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 9783 to manage support to civil air carriers at Johnston Atoll.

A1.39. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2917 to develop or allow development of any geothermal energy resource on Air Force property.

A1.40. Authority as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2918 to make determinations on the conversion of a coal-fired heating facility to an oil-fired heating system.

A1.41. Authority relating to reimbursement of GSA space as given to the Secretary of the Air Force pursuant to DoD Instruction 5030.53, *Reimbursement for GSA Space, Services and Facilities*, September 13, 1988.



A1.42. Authority relating to the maintenance of military materiel, organic maintenance for inherently Governmental and core capability requirements, limitations on the performance of depot-level maintenance of materiel, and public-private partnerships as delegated to the Secretary of the Air Force pursuant to DoD Directive 4151.18, *Maintenance of Military Materiel*, March 31, 2004.

A1.43. Authority relating to depot maintenance core capability determination process as delegated to the Secretary of the Air Force pursuant to DoD Instruction 4151.20, *Depot Maintenance Core Capabilities Determination Process*, January 5, 2007.

A1.44. Authority relating to depot-level maintenance using public private partnerships as delegated to the Secretary of the Air Force pursuant to DoD Instruction 4151.21, *Public-Private Partnerships for Depot-Level Maintenance*, April 25, 2007.

A1.45. Authority relating to minimum capital investment for certain depots as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2476.

A1.46. Authority relating to environment, safety and occupational health programs as delegated to the Secretary of the Air Force pursuant to DoD Directive 4715.1E, *Environment, Safety, and Occupational Health (ESOH)*, March 19, 2005. The delegated authorities include the authorities to execute any agreements and approve obligation of funds for any agreements necessary to implement the authorities set forth herein and environmental programs listed below.

A1.46.1. Authority relating to affected environmental programs as delegated to the Secretary of the Air Force pursuant to DoD Instruction 4715.2 *DoD Regional Environmental Coordination*, May 3, 1996.

A1.46.2. Authority relating to affected environmental programs as delegated to the Secretary of the Air Force pursuant to DoD Instruction 4715.3 *Environmental Conservation Program*, May 3, 1996.

A1.46.3. Authority relating to affected environmental programs as delegated to the Secretary of the Air Force pursuant to DoD Instruction 4715.4 *Pollution Prevention*, July 6, 1998.

A1.46.4. Authority relating to affected environmental programs as delegated to the Secretary of the Air Force pursuant to DoD Instruction 4715.5 *Management of Environmental Compliance at Overseas Installations*, April 22, 1996.

A1.46.5. Authority relating to affected environmental programs as delegated to the Secretary of the Air Force pursuant to DoD Instruction 4715.6 *Environmental Compliance*, April 24, 1996.

A1.47. Authority relating to environmental considerations for major federal actions as delegated to the Secretary of the Air Force pursuant to DoD Directive 6050.7, *Environmental Effects Abroad of Major Department of Defense Actions*, March 31, 1979.

A1.48. Authority relating to Joint Land Use Studies (JLUS) and work towards enhancing and achieving compatibility between military installations and neighboring civilian communities as delegated to the Secretary of the Air Force pursuant to DoD Instruction 3030.3, *Joint Land Use Study (JLUS) Program*, July 13, 2004.

A1.49. Authority relating to Floodplain Management as given to the Secretary of the Air Force pursuant to Executive Order 11988, *Floodplain Management*, May 24, 1977.

A1.50. Authority relating to Protection of Wetlands as given to the Secretary of the Air Force pursuant to Executive Order 11990, *Protection of Wetlands*, May 24, 1977.

A1.51. Authority relating to the Safety and Occupational Health Program as delegated to the Secretary of the Air Force pursuant to DoD Directive 4715.1E and DoD Instruction 6055.1, *DoD Safety and Occupational Health (SOH) Program*, August 19, 1998. The authority to serve as the Air Force's "Senior Safety and Health Official" or DASHO under paragraph 5.2.1 of DoD Instruction 6055.1 may not be re-delegated.

A1.52. Authority relating to the prevention of occupational illness as delegated to the Secretary of the Air Force pursuant to DODD 4715.1E and DoD Instruction 6055.05, *Occupational and Environmental Health (OEH)*, November 11, 2008.

A1.53. Authority relating to protecting personnel from occupational, ionizing radiation as delegated to the Secretary of the Air Force pursuant to DODD 4715.1E and DoD Instruction 6055.8, *Occupational Radiation Protection Program*, March 31, 1989.

A1.54. Authority relating to protecting personnel from radiofrequency radiation and lasers as delegated to the Secretary of the Air Force pursuant to DODD 4715.1E and DoD Instruction 6055.11, *Protection of DoD Personnel from Exposure to Radiofrequency Radiation and Military Exempt Lasers*, February 21, 1995, and DoD Instruction 6055.15, *DoD Laser Protection Program*, May 4, 2007.

A1.55. Authority relating to protecting personnel from noise through the Hearing Conservation Program as delegated to the Secretary of the Air Force pursuant to DoD Directive 4715.1E and DoD Instruction 6055.12, *DoD Hearing Conservation Program (HCP)*, March 5, 2004.

A1.56. Authorities requiring the concurrence of the Attorney General: where concurrence of the Attorney General is required to implement the authorities delegated or re-delegated in this Mission Directive (including the initiation or settlement of affirmative or defensive litigation), such concurrence must be obtained through and with the concurrence of the Office of the General Counsel.

A1.57. Authority relating to transportation and traffic policy as delegated to the Secretary of the Air Force pursuant to DoD Directive 5126.9, *Exemption Under Title II; Federal Real Property and Administrative Services Act- Transportation and Traffic*, November 29, 2004.

A1.58. Authority relating to logistics and material readiness policy as delegated to the Secretary of the Air Force pursuant to DoD Directive 5134.12, *Deputy Under Secretary of Defense for Logistics and Material Readiness (DUSD(L&MR))*, May 25, 2000.

A1.59. Authority relating to environmental, energy, and transportation management as given to the Secretary of the Air Force pursuant to Executive Order 13423, *Strengthening Federal Environmental, Energy and Transportation Management*, January 24, 2007.

A1.60. Authority as given to the Secretary of the Air Force to notify or report to Congress as required in any section of Title 10 United States Code, relating to real property matters. These authorities may be re-delegated to the Deputy Assistant Secretary of the Air Force (Installations) and may not be further re-delegated.

A1.61. Authority as given to the Secretary of the Air Force to notify or report to Congress as required in any section of Title 10 United States Code, relating to environmental matters. These authorities may be re-delegated to the Deputy Assistant Secretary of the Air Force (Energy, Environment, Safety and Occupational Health) and may not be further re-delegated.

A1.62. Authority given to the Secretary of the Air Force relating to implementing the Shelter for the Homeless program and appointing a senior manager to monitor the program under DOD Instruction 4165.65, *Shelter for the Homeless*, October 30, 1987.

A1.63. Authority relating to help communities impacted by base closures and realignments achieve rapid economic recovery through effective reuse of the assets of closing and realigning bases as defined herein:

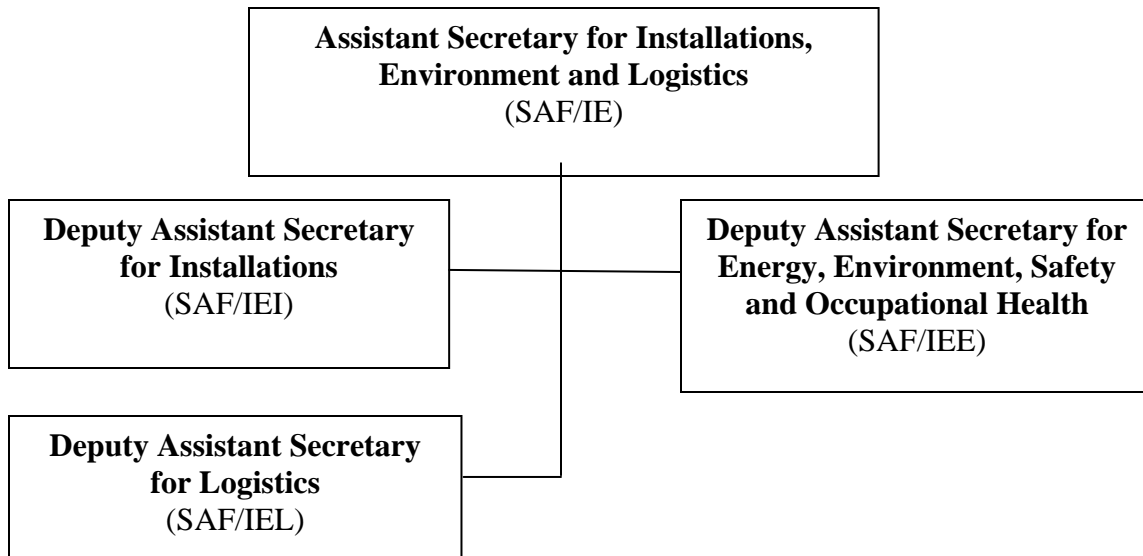
A1.63.1. Authority given to the Secretary of the Air Force as relating to issuing guidance through publication of a Manual or other such document to implement laws, Directives, and Instructions on the retention or disposal of real personal property at closing or realigning bases under DOD Instruction 4165.68, *Revitalizing Base Closure Communities and Community Assistance – Community Redevelopment and Homeless Assistance*, May 27, 1997.

A1.63.2. Authority given to the Secretary of the Air Force as relating to designating representatives to serve as focal points for providing policy and assistance regarding Community Economic Adjustment Programs, as well as assigning representatives to provide liaison and coordination with affected communities in response to closure or realignment of military installations under DOD Directive 5410.12, *Economic Adjustment Assistance to Defense-Impacted Communities*, July 5, 2006.

A1.64. Authority relating to designating an office as the office of primary responsibility (OPR) for obtaining, reviewing, entering, and providing information to the DOD Hazardous Materials Information System (HMIS) as given to the Secretary of the Air Force under DOD Instruction 6050.05, *DOD Hazard Communication (HAZCOM) Program*, August 15, 2006.

## ATTACHMENT 2

**ASSISTANT SECRETARY OF THE AIR FORCE  
INSTALLATIONS, ENVIRONMENT AND LOGISTICS  
(SAF/IE)**



**A2.1. The Assistant Secretary of the Air Force for Installations, Environment and Logistics (SAF/IE)** is responsible for the overall supervision of all matters pertaining to Air Force installations, environment and logistics. The SAF/IE provides guidance, direction, and oversight for all matters pertaining to the formulation, review and execution of plans, policies, programs, and budgets relative to planning, acquisition, sustainment and disposal of Air Force real property and natural resources, environmental program compliance, energy management, safety and occupational health of its personnel and life cycle integrated logistics support.

**A2.2. Subordinate offices include:**

**A2.2.1. The Deputy Assistant Secretary for Installations (SAF/IEI).** SAF/IEI is responsible for all matters pertaining to Air Force real property interests. This includes the life cycle management of real estate and facilities (includes utilities) for planning, programming, acquisition, utilization, and disposal; maintenance, repair and operation of all facilities, utilities, and land; base closures and realignments including force structure basing changes; community interface, installation and community land use planning and economic adjustment; installation sustainability, security and operability; multiple military service operations, joint military-civil airfield usage; acquisition, sustainability and disposal of real estate; and annexation of installations by municipalities.

**A2.2.2. The Deputy Assistant Secretary for Energy, Environment, Safety and Occupational Health (SAF/IEE).** SAF/IEE is responsible for all matters pertaining to energy, environment, safety and occupational health to include energy program management, environment quality; compliance, impact analysis; waste minimization and management; safety and occupational health; radiation safety; pollution avoidance and hazard abatement; industrial ecology and sustainable development; international environment activities; natural and cultural resource management; historic preservation, encroachment prevention; range, airspace, and community planning; interagency and intergovernmental coordination; community impact analysis and assistance. Energy program management responsibilities include developing energy strategy; creating energy policy, meeting energy goals, objectives, and metrics; reporting the energy security posture; managing energy culture change; executing final authority over all energy issues within the Air Force; meeting federal and DoD energy goals; executing DoD energy policies and mandates; and interfacing with the Office of the Secretary of Defense and other outside organizations concerning Air Force wide energy issues.

**A2.2.3. The Deputy Assistant Secretary for Logistics (SAF/IEL).** SAF/IEL is responsible for providing guidance, direction and oversight of matters pertaining to the overall supervision of Logistics, including material readiness and product support; supply chain integration, distribution, planning and programming, and logistics systems management; maintenance of weapon systems and military equipment; depot maintenance management including planning, performance and capabilities; and life cycle integrated logistics support.

**ATTACHMENT 3**

**STANDARD OPERATING PROCEDURES  
FOR THE  
ASSISTANT SECRETARY OF THE AIR FORCE  
(INSTALLATIONS, ENVIRONMENT, & LOGISTICS)  
AND THE  
AIR FORCE SURGEON GENERAL**

These standard operating procedures (SOPs) apply to individuals assigned to Assistant Secretary of the Air Force for Installations, Environment, & Logistics (SAF/IE) and the Air Force Surgeon General (AF/SG) who are responsible for developing policy, managing programs, and preparing guidance on approved policies and plans for the field in the general area of occupational health. These procedures are intended to facilitate routine staff actions and functions and reduce duplication of effort between SAF/IE and AF/SG staff roles while increasing operating effectiveness and efficiency.

A3.1. SAF/IE retains authority and responsibility for occupational health programs delegated through public law, executive order and Department of Defense Directive and Instruction. These include programs outlined in:

A3.1.1. DoD Instruction 6050.05, *DoD Hazard Communication(HAZCOM) Program*.

A3.1.2. DoD Instruction 6055.05, *Occupational and Environmental Health (OEH)*.

A3.1.3. DoD Instruction 6055.8, *Occupational Radiation Protection Program*.

A3.1.4. DoD Instruction 6055.11, *Protection of DoD Personnel From Exposure to Radiofrequency Radiation and Military Exempt Lasers*.

A3.1.5. DoD Instruction 6055.12, *DoD Hearing Conservation Program (HCP)*.

A3.1.6. DoD Instruction 6055.15, *DoD Laser Protection Program*.

A3.2. Subject to the standard operating procedures that follow, a general description of the flow of work between SAF/IE and AF/SG for the specific programs described in A3.1 is:

A3.2.1. AF/SG submits policies requiring SECAF approval to SAF/IE for coordination and concurrence prior to publication.

A3.2.2. AF/SG executes approved policies and guidance, AF instructions, and strategic plans, providing additional guidance to the field as necessary.

A3.2.3. SAF/IEE (Deputy Assistant Secretary for Energy, Environment, Safety and Occupational Health) coordinates policies that impact execution of the Air Force Occupational Health Program with AF/SG prior to publication.

A3.3. **Conditions for AF/SG to Exercise Delegated Secretarial Authorities.** AF/SG is authorized to act on the SECAF or IE's behalf for programs outlined in A3.1 when such action:

A3.3.1. Provides data, analyses, information papers, etc., to OSD or congressional staff in support of established policies, programs, or other initiatives that have been vetted through the

Air Force corporate structure, or other appropriate decision process; e.g. senior leader forum or fully coordinated staff package.

A3.3.2. Implements an order or revised policy direction from the Secretary of the Air Force.

A3.3.3. Satisfies routine reporting requirements and requests for status reports on Air Force programs/initiatives from OSD and Congress.

A3.4. Conditions **Requiring SAF/IE Action.** SAF/IE review and concurrence are required prior to implementing any policy, plan, and program when one or more of the following situations or conditions apply for programs outlined in A3.1:

A3.4.1. Involves a controversial issue that will cause, or is likely to cause, significant reactions among senior Administration officials, Members of Congress or key staff, the public, or the press.

A3.4.2. Involves the breach of a performance parameter established in policy directives and/or Air Force instructions.

A3.5. Conditions **Requiring SAF/IE Approval of AF/SG Actions.** SAF/IE approval is required prior to implementing any policy, plan, program, practice or activity for programs outlined in A3.1 when one or more of the following situations or conditions apply:

A3.5.1. Involves a Statute, Executive Order, or DoD policy that requires Secretary of the Air Force review, coordination, and/or implementation. AF policy requires all SD Forms 106 to be signed by SAF/IE for DoD Issuances falling within his purview.

A3.5.2. Involves new policies or initiatives proposed by OSD officials, congressional staff, or Air Force that would result in significant changes to Air Force programs that are the corollary to DoD programs in A3.1.

A3.6. Conditions **Requiring AF/SG Review of SAF/IEE Actions.** AF/SG review is required prior to implementing any policy, plan, program, practice or activity for programs outlined in A3.1, which may cause a resource impact as a result of execution.

A3.7. Revisions **to Standard Operating Procedures.** These operating procedures may be reviewed and revised as deemed necessary by the Secretary of the Air Force. SAF/IE or AF/SG may also initiate a revision in consultation with AF/SG or SAF/IE, respectively. OPRs must follow revision procedures as mandated in HOI 90-1, Headquarters Air Force Mission Directives – Delegations of Statutory Authority and Assignment of Responsibilities.

//SIGNED//

JAMES G. ROUDEBUSH  
Lieutenant General, USAF, MC, CFS  
Surgeon General

//SIGNED//

WILLIAM C. ANDERSON  
Assistant Secretary  
(Installations, Environment & Logistics)

**ATTACHMENT 4**

**STANDARD OPERATING PROCEDURES  
FOR THE  
ASSISTANT SECRETARY OF THE AIR FORCE  
(INSTALLATIONS, ENVIRONMENT, & LOGISTICS)  
AND  
THE DEPUTY CHIEF OF STAFF/LOGISTICS, INSTALLATIONS & MISSION  
SUPPORT**

These standard operating procedures (SOPs) apply to individuals assigned to Assistant Secretary of the Air Force for Installations, Environment, & Logistics (SAF/IE) and the Deputy Chief of Staff/ Logistics, Installations & Mission Support (AF/A4/7) who are responsible for developing policy, managing programs, and preparing guidance on approved policies and plans for the field in the general area of logistics, installations and mission support. These procedures are intended to facilitate routine staff actions and functions and reduce duplication of effort between SAF/IE and AF/A4/7 staff roles while increasing operating effectiveness and efficiency.

A4.1. SAF/IE retains oversight authority and responsibility as defined in these SOPs for logistics, installation, and mission support delegated through public law, executive order and Department of Defense Directive and Instruction for the programs outlined in:

- A4.1.1. DoD Directive 1225.07, *Reserve Component Facilities Programs and Unit Stationing*
- A4.1.2. DoD Instruction 1225.8, *Programs and Procedures for Reserve Component Facilities and Unit Stationing*
- A4.1.3. DoD Directive 3030.01, *Office of Economic Adjustment (OEA)*
- A4.1.4. DoD Instruction 3030.3, *Joint Land Use Study (JLUS) Program*
- A4.1.5. DoD Directive 4151.18, *Maintenance of Military Materiel*
- A4.1.6. DoD Instruction 4151.20, *Depot Maintenance Core Capabilities Determination Process*
- A4.1.7. DoD Instruction 4151.21, *Public Private Partnerships for Depot-Level Maintenance*
- A4.1.8. DoD Directive 4165.6, *Real Property*
- A4.1.9. DoD Instruction 4165.14, *Real Property Inventory and Forecasting*
- A4.1.10. DoD Instruction 4165.65, *Shelter for the Homeless Program*
- A4.1.11. DoD Instruction 4165.69, *Realignment of DoD Sites Overseas*
- A4.1.12. DoD Instruction 4165.70, *Real Property Management*
- A4.1.13. DoD Instruction 4165.71, *Real Property Acquisition*
- A4.1.14. DoD Instruction 4170.10, *Energy Management Policy*
- A4.1.15. DoD Directive 4715.1E, *Environment, Safety, and Occupational Health (ESOH)*
- A4.1.16. DoD Instruction 5030.53, *Reimbursement for GSA Space, Services, and Facilities*
- A4.1.17. DoD Directive 5126.9, *Exemption Under Title II: Federal Property and Administrative Services Act – Transportation and Traffic*
- A4.1.18. Department of Defense Instruction 5126.47, *Department of Defense Energy Policy Council*
- A4.1.19. DoD Directive 5410.12, *Economic Adjustment Assistance to Defense-Impacted Communities*



A4.1.20. DoD Directive 6050.7, *Environmental Effects Abroad of Major Department of Defense Actions*

A4.2. Subject to the standard operating procedures that follow, a general description of the flow of work between SAF/IE and AF/A4/7 for the specific programs described in A4.1 is:

A4.2.1. AF/A4/7 submits policies requiring SECAF and/or SAF/IE approval to SAF/IE for coordination and concurrence prior to publication.

A4.2.2. AF/A4/7 executes approved policies and guidance, AF instructions, and strategic plans, providing additional guidance to the field as necessary.

A4.2.3. Additionally, by establishing conditions and parameters that signal when an issue, initiative, or performance measure requires the involvement of SAF/IE to fulfill inherent policy oversight responsibilities (see paragraphs A4.3 – A.5), these standard operating procedures will help prevent the development of a permission-seeking/permission-granted dynamic between SAF/IE and AF/A4/7.

**A4.3. Conditions for AF/A4/7 to Exercise Delegated Secretarial Authorities.** AF/A4/7 is authorized to act on behalf of the SECAF or SAF/IE for programs outlined in A4.1 when such action:

A4.3.1. Provides data, analyses, information papers, etc., to OSD or congressional staff in support of established policies, programs, or other initiatives that have been vetted through the Air Force corporate structure, or other appropriate decision process; e.g. senior leader forum or fully coordinated staff package.

A4.3.2. Implements an order or revised policy direction from the Secretary of the Air Force.

A4.3.3. Satisfies routine reporting requirements and requests for status reports on Air Force programs/initiatives from OSD and Congress.

A4.3.4. Supports the POM, BES, and/or President's Budget.

**A4.4. Conditions Requiring SAF/IE Action.** SAF/IE review and concurrence are required prior to implementing any policy, plan, and program when one or more of the following situations or conditions apply for programs outlined in A4.1:

A4.4.1. Involves a controversial issue that will cause, or is likely to cause, significant reactions among senior Administration officials, Members of Congress or key staff, the public, or the press.

A4.4.2. Involves the breach of a performance parameter established in policy directives and/or Air Force instructions.

A4.4.3. Involves a disagreement among the components of the Air Force Total Force on a policy over which SAF/IE has authority.

A4.4.4. Drives unprogrammed or budgeted resource demands (\$50M or more across the FYDP) to the federal government.

A4.4.5. Drives broad cultural changes crossing many Air Force functions that will take concerted, coordinated action over several years to achieve.

**A4.5. Conditions Requiring SAF/IE Approval of AF/A4/7 Actions.** SAF/IE approval is required prior to implementing any policy, plan, program, practice or activity for programs outlined in A4.1 when one or more of the following situations or conditions apply:

A4.5.1. Involves a Statute, Executive Order, or DoD policy that requires Secretary of the Air Force review, coordination, and/or implementation. AF policy requires all SD Forms 106 to be signed by SAF/IE for DoD Issuances falling within his purview.

A4.5.2. Involves new policies or initiatives proposed by OSD officials, congressional staff, or Air Force that would result in significant changes to Air Force programs that are the corollary to DoD programs in A4.1.

A4.5.3 Involves a change or perceived erosion of Air Force support for a Secretary of the Air Force or Administration key agenda item about which the Principal speaks; likewise for a senior Member of Congress or a member of a congressional committee with significant focus on national defense-related issues (such as Armed Services, Appropriations, Ways and Means, or Veterans Affairs).

A4.5.4. Involves process changes affecting the oversight roles or abilities of the Air Force Secretariat, Office of the Secretary of Defense, other (non-Air Force) Administration officials, or the Congress.

**A4.6. Conditions Impacting Resources.** SAF/IE communicates, if time permits, to AF/A4/7 when the implementation of any policies, plans, programs, practices and/or activities for programs outlined in paragraph 4.1 may cause a resource impact as a result of execution.

**A4.7. Revisions to Standard Operating Procedures.** These operating procedures may be reviewed and revised as deemed necessary by the Secretary of the Air Force. SAF/IE or AF/A4/7 may also initiate a revision in consultation with AF/A4/7 or SAF/IE, respectively. OPRs must follow revision procedures as mandated in HOI 90-1, *Headquarters Air Force Mission Directives – Delegations of Statutory Authority and Assignment of Responsibilities*.

//SIGNED//

MICHAEL A. AIMONE, P. E.  
Asst DCS/ Logistics, Installation &  
Mission Support

//SIGNED//

KEVIN W. BILLINGS  
Acting Assistant Secretary  
(Installations, Environment & Logistics)